



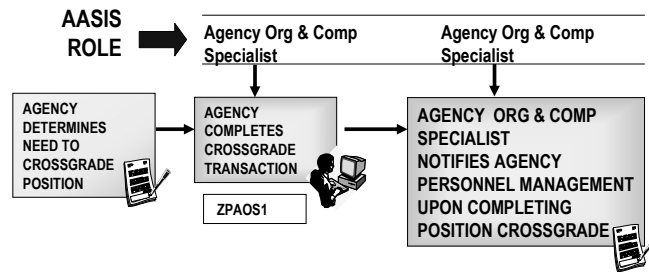
HRORG

Organizational Management

Chapter 4 – Position Crossgrade, Downgrade and Restoration



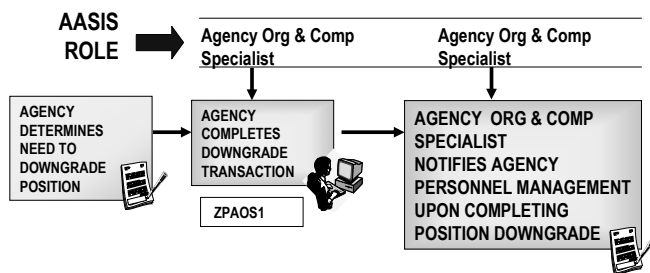
Crossgrade a Position



IMPORTANT: All extra-help positions **MUST** be crossgraded in AASIS before the Personnel Administration action can be processed in the system. The crossgrade transactions attaches a legitimate job code to the position. If the extra-help position is not crossgraded before the PA action is processed, the employee will not be paid appropriately.

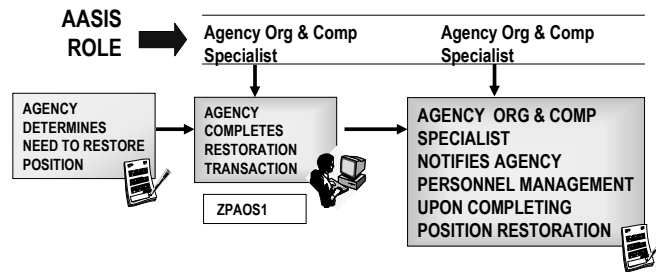


Downgrade a Position





Restoration of a Position



Steps to identify a Crossgrade, Downgrade or Restoration

Step 1: To identify what job code the position is currently being used as, view the overview for the Object infotype.

The screenshot shows the SAP Object infotype overview screen. The 'Position' field is set to 'A108' and the 'Description' is 'ACCOUNTING TECHNICIAN II'. The 'Planning status' is 'Active'. The 'Object' is '01 S 22112102 1'. A table lists line items with columns: Lang., Start date, End date, Abbr., and Description. The first line item is 'EN 07/01/2001 12/31/9999 A108 ACCOUNTING TECHNICIAN II'. The second line item is 'EN 01/01/1900 06/30/2001 A108 ACCOUNTING TECHNICIAN II'. Annotations with arrows point to the 'A108' job code in the Position field and the first line item in the table.

The position is currently being used as this job code.

This line item reflects the most current Object record for the position.

Lang.	Start date	End date	Abbr.	Description
EN	07/01/2001	12/31/9999	A108	ACCOUNTING TECHNICIAN II
EN	01/01/1900	06/30/2001	A108	ACCOUNTING TECHNICIAN II

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To view the overview for the **Object** infotype, follow the steps listed below:

1. Enter PO13 in the command field and press enter;
2. Select the Object infotype; and
3. Click on 'Maintain overview'.
4. View the Position field for job code and job name information.
5. View the line item with the 'End date' of 12/31/9999. This will be the most current record.

Continued on the next page



Steps to identify a Crossgrade, Downgrade or Restoration

Step 2: To identify what the position's authorized job code is, display the Relationship infotype.

The position is currently being used as this job code.

Position: A108 ACCOUNTING TECHNICIAN II
Planning status: Active
Relationships: 01 S 22112102 1

Start	End date	R. Rel.	Relationship	R. Rel'd object	Abbr.	% rate
01/01/1900	12/31/9999	A	003 Belongs to	O 21705305	830	0.00
07/11/2001	12/31/9999	A	008 Holder	P 00029405	PRICE	100.00
06/01/2000	12/31/9999	A	011 Cost centre	K 000039730	Rev Cashier	100.00
07/01/2001	12/31/9999	B	007 Is described by	C 21669680	D005	0.00
01/01/1900	06/30/2001	B	007 Is described by	C 21669680	D005	0.00

This code is the authorized position's job code.

The position is currently being used as this job code.

Position: A108 ACCOUNTING TECHNICIAN II
Planning status: Active
Validity: 07/01/2001 to 12/31/9999

Relationships: 01 S 22112102 1
Relationship typenumber: B 007 Is described by

This code is the authorized position's job code.

Related object:
Type of related object: Job
ID of related object: 21669680
Abbreviation: D005
Name: COMPUTER OPERATOR

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To display the Relationships infotype, follow the steps listed below:

1. Enter PO13 in the command field and press enter;
2. Select the Relationships infotype;
3. Click on 'Maintain overview'; and
4. View the line item reflecting "C" (for job) in the 'Rel'd object type' column and reflecting 12/31/9999 in the 'End date' column. This will be the most current record.
5. Select the current line item;
6. Click on 'Choose'.
7. View the 'Position' field for job code and job name.
8. View the 'Abbreviation' field for the authorized job code.
9. To determine the pay grade for the authorized position, go to OPM C&C's website at: <http://www.state.ar.us/dfa/opm/jobs/> Refer to the Troubleshooting Note #1 located at the end of chapter 3.

Continued on the next page



Steps to identify a Crossgrade, Downgrade or Restoration

Step 3: To identify the current job code's pay grade and hourly pay range information, display the Planned Compensation infotype.

The screenshot shows the SAP 'Display Planned Compensation' infotype for position A108, ACCOUNTING TECHNICIAN II. The validity dates are 07/01/2001 to 12/31/9999. The planned compensation is 01 S 22112102 1. The salary structure data shows: Ctry grouping USA, Pay grade type 01, Pay grade area 01 (State of Arkansas), Pay grade 15, and Pay grade level 01. The key date is 05/23/2003. The currency key is USDN, and the pay grade is 9.4615 to 18.5875. The reference salary is 0.0000. Annotations with arrows point to specific fields: 'The position is currently being used as this job code.' points to the Position field; 'The job code is currently approved at this pay grade area.' points to the Pay grade area field; 'The job code is currently at this pay grade.' points to the Pay grade field; and 'This is the job code's current hourly pay range.' points to the Pay grade field.

Position	A108	ACCOUNTING TECHNICIAN II
Planning status	Active	
Validity	07/01/2001	To 12/31/9999
Planned Compensation 01 S 22112102 1		
Pay grade	01	State of Arkansas
Pay grade type	01	Classified
Pay grade area	01	State of Arkansas
Pay grade	15	
Pay grade level	01	
Key date	05/23/2003	
Currency key	USDN	(Interim United States Dollar (5 Dec.)
Pay grade	9.4615	To 18.5875
Reference salary	0.0000	

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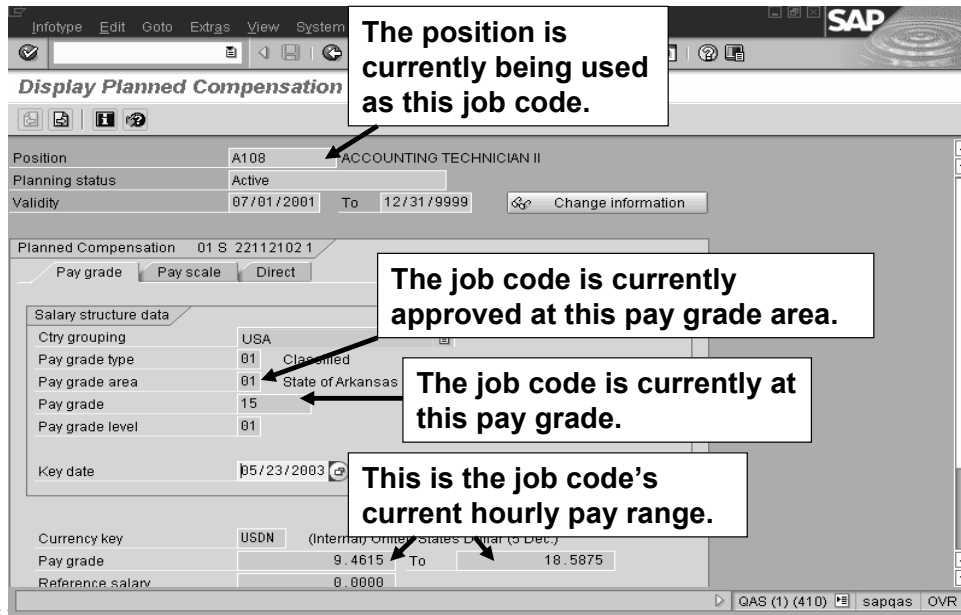
To display the Planned Compensation infotype, follow the steps listed below:

1. Enter PO13 in the command field and press enter;
2. Select the Planned Compensation infotype; and
3. Click on 'Display'.
4. View the most current 'Validity' record with '12/31/9999' in the 'To' field.
5. View the 'Position' field for job code and job name.
6. View the 'Pay grade area' field – If an "01" State of Arkansas is reflected, then the position was crossgraded, downgraded or restored. Go to the next step. If an "02" Special Admin is reflected, and the Relationship infotype reflects the same job code and name; then the position was approved by OPM/Class& Comp for Special Administration.
7. View the 'Pay grade' field to determine the current job's grade.
8. View the Relationship infotype as instructed on the previous page. If the authorized job code's pay grade is the same as current job code's pay grade, then the position was crossgraded. For authorized extra-help position job code "9999", the current job code's pay grade will be different when crossgraded.

Continued on the next page

Steps to identify a Crossgrade, Downgrade or Restoration

Step 3: To identify the current job code's pay grade and hourly pay range information, display the Planned Compensation infotype.



The screenshot shows the SAP 'Display Planned Compensation' infotype for position A108, ACCOUNTING TECHNICIAN II. The position is currently being used as this job code. The job code is currently approved at this pay grade area. The job code is currently at this pay grade. This is the job code's current hourly pay range.

Position	A108	ACCOUNTING TECHNICIAN II
Planning status	Active	
Validity	07/01/2001 To 12/31/9999	Change information
Planned Compensation	01 S 22112102 1	
Pay grade	01	
Pay scale	Direct	
Salary structure data		
Ctry grouping	USA	
Pay grade type	01	Classified
Pay grade area	01	State of Arkansas
Pay grade	15	
Pay grade level	01	
Key date	05/23/2003	
Currency key	USDN	(Interim United States Dollar (5 Dec.)
Pay grade	9.4615 To 18.5875	
Reference salary	0.0000	

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To display the Planned Compensation infotype, follow the steps listed below, continued:

8. If the authorized job code's pay grade is higher than current job code's pay grade, then the position was downgraded.
9. If the authorized job code's pay grade and name are the same as the current job code's pay grade and name, then the position was restored.
10. For more information about crossgrade, downgrade or restoration of a position, please refer to the next few pages.

Crossgraded Position

To verify what the position is currently being used as, display the Object infotype.

The screenshot shows the SAP Infotype 01 S 22094947 1 interface. The title bar reads "List display with change Object". The main area displays the following details:

- Position: K155 SECRETARY I
- Planning status: Active
- Object: 01 S 22094947 1

Below these details is a table with the following columns: Lang., Start date, End date, Abbr., and Description. The table contains two rows of data:

Lang.	Start date	End date	Abbr.	Description
EN	07/01/2001	12/31/9999	K155	SECRETARY I
EN	01/01/1900	06/30/2001	K155	SECRETARY I

At the bottom right of the table, it says "1 of 2". The status bar at the bottom right shows "GAS (2) (410) sapqas OVR".

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The record above reflects that the position is currently being used as job code K155.

➤ Prior to 4-24-03, job history was deleted if the effective date used for the crossgrade transaction was the same date the position was created or a date before the position was created.

Crossgraded Position

To identify the job code, pay grade, and hourly pay range information for a crossgraded position, display the Relationships infotype and the Planned Compensation infotype.

Display Relationships

Position: K155 SECRETARY I

Planning status: Active

Validity: 07/01/2001 to 12/31/9999

Relationships: 01 S 22094947 1

Relationship type/number: 8 007 Is described by

Related object: Job

Type of related object: Job

ID of related object: 21667977

Abbreviation: 9999

Name: EXTRA HELP

Priority: 0.00 %

Record 5 of 5

Display Planned Compensation

Position: K155 SECRETARY I

Planning status: Active

Salary structure data:

Ctry grouping: USA

Pay grade type: 01 Classified

Pay grade area: 01 Standard

Pay grade: 11

Pay grade level: 01

Key date: 05/21/2003

Currency key: USDN (Internal) United States Dollar (5 Dec)

Pay grade: 7.3567 To 14.4509

Reference salary: 0.0000

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The above example reflects a position that has been crossgraded. The **Relationships** infotype for object “Job” reflects the authorized job code 9999 as shown in the ‘Abbreviation’ field.

The **Planned Compensation** infotype reflects the minimum and maximum grade level (hourly rate range) effective 7/01/01, for the crossgraded position job code K155.

➤ To verify pay grade or job code information, please refer to the Troubleshooting Note #1, located at the end of chapter 3.

REMEMBER: All extra-help positions **MUST** be crossgraded in AASIS before the Personnel Administration action can be processed correctly in the system.



Crossgraded Position

To identify job code and hourly pay range information, view the overview for Relationships infotype and Planned Compensation infotype.

SAP

List display with change Relationships

Position K155 SECRETARY I
Planning status Active
Relationships 01 S 22094947 1

The position is currently being used as this job code.

Start	End date	R. Rel.	Relationship	R. Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A	002 Reports (I	S 22094956	7509	0.00
01/01/1900	12/31/9999	A	003 Belongs to	O 21706219	ACRC	0.00
06/10/2001	12/31/9999	A	008 Holder	P 00002968	DEAN	100.00
06/01/2000	12/31/9999	A	011 Cost centre	K 000028421	State Operat	100.00
07/01/2001	12/31/9999	B	007 Is describ	C 21667977	9999	0.00
01/01/1900	06/30/2001	B	007 Is describ	C 21667977	9999	0.00

This code is the position's authorized job code.

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SAP

List display with change Planned Compensation

Position K155 SECRETARY I
Planning status Active
Planned Compensation 01 S 22094947 1

The position is currently being used as this job code.

From	End date	Key date	Min. grade level	Max. grade level	C key	Time unit
07/01/2001	12/31/9999	05/22/2003	7.3567	14.4509	USDN	Hourly
01/01/1900	06/30/2001	06/30/2001	6.9903	13.7278	USDN	Hourly

This is the job code's current hourly pay range.

1 of 2

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The above example shows the overview of the Relationship infotype and Planned Compensation infotype. This is just another way to view the downgraded position information.

Downgraded Position

To verify what the position is currently being used as, display the Object infotype.

[illegible]

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4-12

The record above reflects that the position is currently being used as job code K025.

➤ Prior to 4-24-03, job history was deleted if the effective date used for the downgrade transaction was the same date the position was created or a date before the position was created.



Downgraded Position

To identify job code, pay grade, and hourly pay range information for a downgraded position, display the Relationships infotype and the Planned Compensation infotype.

The position is currently being used as this job code.

This code is the authorized position's job code.

Position	
Position	K025 COUNTY HEALTH RECORDS CLERK I
Planning status	Active
Validity	07/01/2001 to 12/31/9999

Relationships	
Relationship type	01 S 22105587 1
Relationship type number	8 007 Is described by
Related object	
Type of related object	Job
ID of related object	21669781
Abbreviation	K024
Name	COUNTY HEALTH RECORDS CLERK II
Priority	
Weighting	0.00 %

Record 7 of 8

The position is currently being used as this job code.

The job code is currently approved at this pay grade area.

The job code is currently at this pay grade.

This is the job code's current hourly pay range.

Salary structure data	
Ctry grouping	USA
Pay grade type	01 Classified
Pay grade area	01 State of Arkansas
Pay grade	11
Pay grade level	01
Key date	05/22/2003
Currency key	USDN (Internal United States Dollars Dec.)
Pay grade	7.3567 To 14.4509
Reference salary	0.0000

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The above example reflects a position that has been downgraded. The **Relationships** infotype for object "Job" reflects the authorized job code K024 as shown in the 'Abbreviation' field. The position is being used as K025 as shown in the 'Position' field. This position was authorized as K024 (grade 13) and later downgraded to K025 (grade 11).

The **Planned Compensation** infotype reflects the minimum and maximum grade level (hourly rate range) effective 5/11/03, for the downgraded position job code K025.

To verify the grade and salary range information for job codes, refer to the Troubleshooting Note #1 located at the end of chapter 3.



Downgraded Position

To identify job code and hourly pay range information, view the overview for Relationships infotype and Planned Compensation infotype.

The position is currently being used as this job code.

Position: K025 COUNTY HEALTH RECORDS CLERK I
Planning status: Active
Relationships: 01 S 22105587 1

Start	End date	R. Rel.	Relationship	R. Rel'd objec.	Abbr.	% rate
01/01/1900	12/31/9999	A	003	Belongs to	O 21704551 SW Region	0.00
06/10/2001	12/31/9999	A	008	Holder	P 00014731 MCKAMIE	100.00
06/01/2000	12/31/9999	A	011	Cost centre	K 000064322 LHUS0 - ZHN	100.00
01/01/1900	12/31/9999	A	012	Manages...	O 21704551 SW Region	0.00
06/24/2001	12/31/9999	B	003	Incorporat	A 21509997 A1	0.00
01/01/1900	06/23/2001	B	003	Incorporat	A 21509997 A1	0.00
07/01/2001	12/31/9999	B	007	Is descript	C 21669781 K024	0.00
01/01/1900	06/30/2001	B	007	Is descript	C 21669781 K024	0.00

This code is the authorized position's job code.

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The position is currently being used as this job code.

Position: K025 COUNTY HEALTH RECORDS CLERK I
Planning status: Active
Planned Compensation: 01 S 22105587 1

From	End date	Key date	Min. grade level	Max. grade level	C key	Time unit
05/11/2003	12/31/9999	05/22/2003	7.3567	14.4509	USDN	Hourly

This is the job code's current hourly pay range.

1 of 1

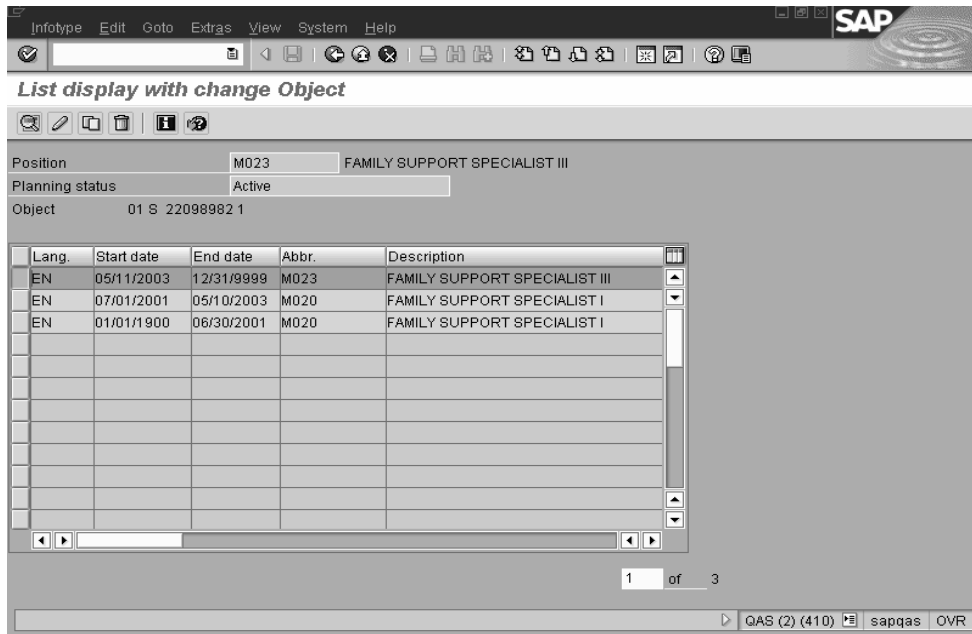
QAS (1) (410) sapqas OVR

The above example shows the overview of the Relationship infotype and Planned Compensation infotype. This is just another way to view the downgraded position information.



Restored Position

To verify what the position is currently being used as, display the Object infotype.



The screenshot shows the SAP Object Infotype display for position M023. The title bar reads 'List display with change Object'. The main area shows the position details: Position M023, FAMILY SUPPORT SPECIALIST III, Planning status Active, and Object 01 S 22098982 1. Below this is a table with columns: Lang., Start date, End date, Abbr., and Description. The table contains three rows of data. The status bar at the bottom shows '1 of 3' and 'GAS (2) (410) sapqas OVR'.

Lang.	Start date	End date	Abbr.	Description
EN	05/11/2003	12/31/9999	M023	FAMILY SUPPORT SPECIALIST III
EN	07/01/2001	05/10/2003	M020	FAMILY SUPPORT SPECIALIST I
EN	01/01/1900	06/30/2001	M020	FAMILY SUPPORT SPECIALIST I

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The record above reflects that the position is currently being used as job code M023.

➤ Prior to 4-24-03, job history was deleted if the effective date used for the restored transaction was the same date the position was created or a date before the position was created.

Restored Position

To identify job code, pay grade, and hourly pay range information for a restored position, display the Relationships infotype and the Planned Compensation infotype.

The position is currently being used as this job code.

This code is the position's authorized job code.

Position: M023 FAMILY SUPPORT SPECIALIST III
Planning status: Active
Validity: 07/01/2001 to 12/31/9999
Relationships: 01 S 2209882 1
Relationship typenumber: 8 007 Is described by
Related object:
Type of related object: Job
ID of related object: 21669463
Abbreviation: M023
Name: FAMILY SUPPORT SPECIALIST III
Priority:
Weighting: 0.00 %
Record 5 of 6

The position is currently being used as this job code.

The job code is currently approved at this pay grade area.

The job code is currently at this pay grade.

This is the job code's current hourly pay range.

Position: M023 FAMILY SUPPORT SPECIALIST III
Planning status: Active
Validity: 05/11/2003 To 12/31/9999
Planned compensation:
Salary structure data:
City grouping: USA
Pay grade type: 01 Classified
Pay grade area: 01 State of Arkansas
Pay grade: 17
Pay grade level: 01
Key date: 05/20/2003
Currency key: USDN (Internal) Unit
Pay grade: 10.6461 To 21.0942
Reference salary: 0.0000

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The above example reflects a position that has been restored. The **Relationships** infotype for object “Job” reflects the authorized job code M023 as shown in the ‘Abbreviation’ field.

The **Planned Compensation** infotype reflects the minimum and maximum grade level (hourly rate range) effective 5/11/03, for the restored position job code M023.

To verify the grade and salary range information for job codes, refer to the Troubleshooting Note #1 located at the end of chapter 3.

Restored Position

To identify job code and hourly pay range information, view the overview for Relationships infotype and Planned Compensation infotype.

The position is currently being used as this job code.

This code is the authorized position's job code.

Start	End date	R. Rel.	Relationship	R. Rel'd object	Abbr.	% rate
01/01/1900	12/31/9999	A	Reports to	S 22102727	M027	0.00
01/01/1900	12/31/9999	A	Belongs to	O 21704349	AshleyCo	0.00
06/10/2001	12/31/9999	A	Holder	P 00019607	WHITE	100.00
06/01/2000	12/31/9999	A	Cost centre	K 000042061	Ashley Co-Ec	100.00
07/01/2001	12/31/9999	B	Is describ	C 21669463	M023	0.00
01/01/1900	06/30/2001	B	Is describ	C 21669463	M023	0.00

The position is currently being used as this job code.

This is the job code's current hourly pay range.

From	End date	Key date	Min. grade level	Max. grade level	C key	Time unit
05/11/2003	12/31/9999	05/22/2003	10.6461	21.0942	USDN	Hourly
07/01/2001	05/10/2003	05/10/2003	9.4615	18.5875	USDN	Hourly
01/01/1900	06/30/2001	06/30/2001	8.8899	17.6572	USDN	Hourly

The above example shows the overview of the Relationship infotype and Planned Compensation infotype. This is just another way to view the restored position information.



Exercise Scenario #9

- You have received a request to crossgrade a position for one of your agency's employees. The position is a grade 18. Process the request.





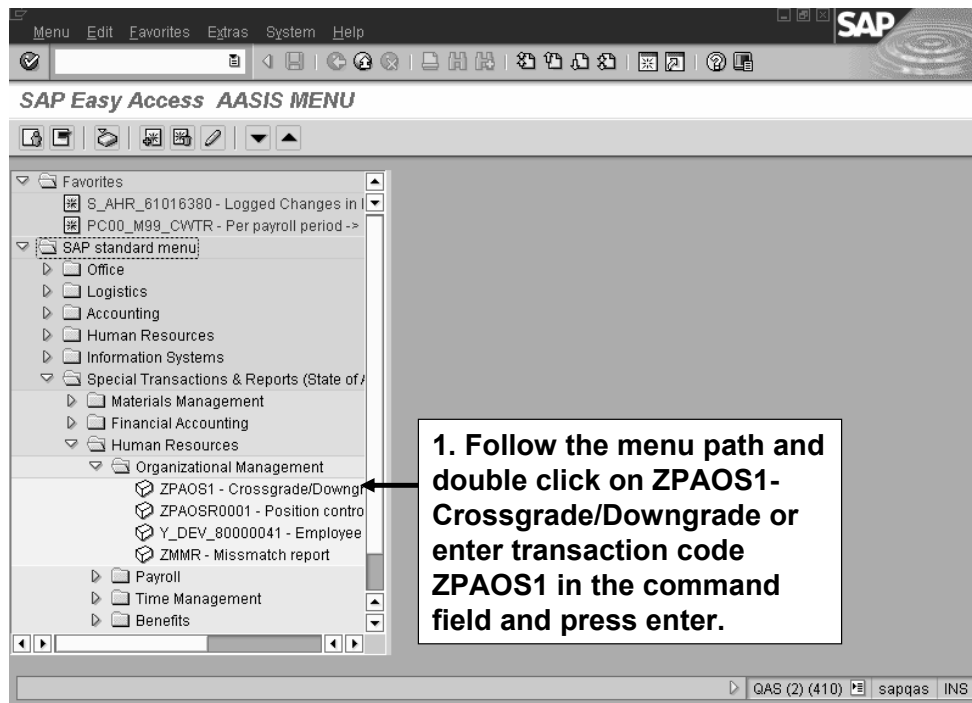
Demonstration

Perform a Crossgrade on a Position

Special Transactions & Reports (State of Arkansas) >
Human Resources > Organizational Management >
ZPAOS1 – Crossgrade/Downgrade



IMPORTANT: All extra-help positions **MUST** be crossgraded in AASIS before the Personnel Administration action can be processed in the system. The crossgrade transactions attaches a legitimate job code to the position. If the extra-help position is not crossgraded before the PA action is processed, the employee will not be paid appropriately.



Crossgrade & Downgrade of positions

Test vs. Update

☐ Test Only ☒ No Display Mode ☐ Only

☒ Update ← **2. Select Update.**

Input data

Existing Position ID(S) 22092516 ← **3. Enter the position number.**

New Job ID(C) R124 ← **4. Enter the new job code.**

New Effective Date 05/1/03 ← **5. Enter the effective date for the crossgrade.**

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➤ Effective 4-24-03, the edit shown below will appear if the effective date used for the crossgrade, downgrade, or restored transaction is the same date or any date prior to the date that the position was created.

Crossgrade & Downgrade of positions

Test vs. Update

☐ Test Only ☒ No Display Mode ☐ Display Error Only

☒ Update

Input data

Existing Position ID(S) 22114745

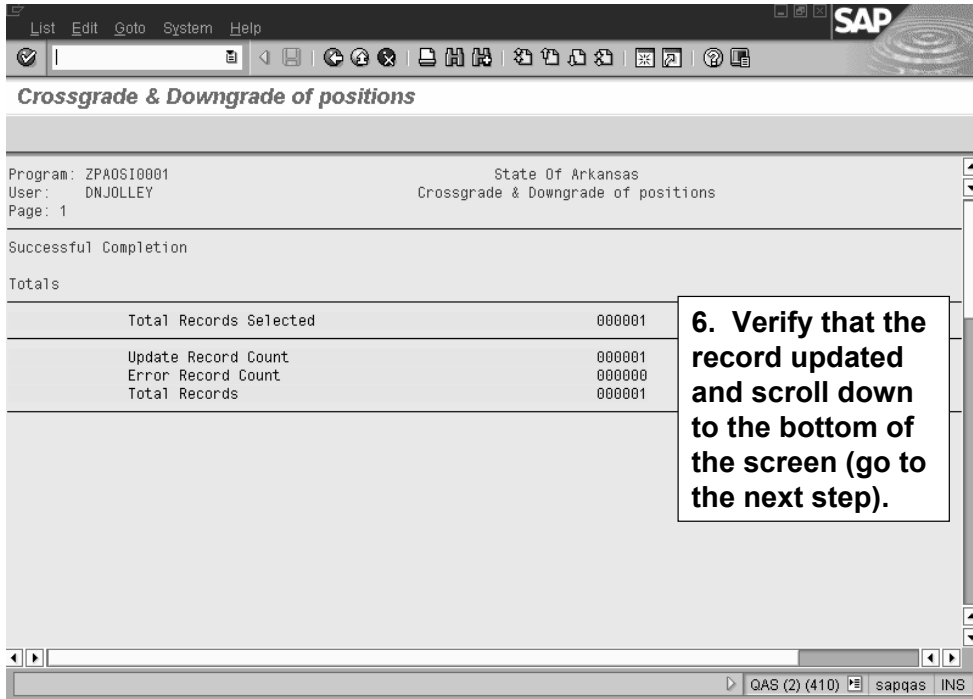
New Job ID(C) R010

New Effective Date 07/01/2002

Information

Check the Validity Date

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The screenshot shows the SAP 'Crossgrade & Downgrade of positions' screen. The title bar includes 'List Edit Goto System Help' and the SAP logo. The main area displays the following information:

Program: ZPA0SI0001 State Of Arkansas
User: DNJOLLEY Crossgrade & Downgrade of positions
Page: 1

Successful Completion

Totals

Total Records Selected	000001
Update Record Count	000001
Error Record Count	000000
Total Records	000001

A text box on the right side of the screen contains the instruction: **6. Verify that the record updated and scroll down to the bottom of the screen (go to the next step).**

The bottom status bar shows 'QAS (2) (410) sapqas INS'.



Crossgrade & Downgrade of positions

Program: ZPAOSI0001
User: DNJOLLEY
Page: 1

State Of Arkansas
Crossgrade & Downgrade of positions

7. Verify that the crossgrade was assigned correctly.

Program: ZPAOSI0001
User: DNJOLLEY
Page: 2

State Of Arkansas
Crossgrade & Downgrade of positions

POS ID	JOB ID	NEW JOB ID	EFF DT	SHORT	STEXT	TYPE	AREGRADE
22092516	21669243	21669247	05/11/2003	R124	PERSONNEL ASSISTANT II - INST	01	01 18

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The **POS ID** column reflects the position number that was crossgraded.

The **Job ID** column reflects a system generated eight-digit number for the authorized job code.

The **New Job ID** column reflects a system generated eight-digit number for the crossgraded job code.

The **EFF DT** column reflects the effective date of the crossgrade.

The **SHORT** column reflects the crossgraded job code.

The **STEXT** column reflects the crossgraded position's new title.

Continued on next page



8. Key /nPO13 and press enter.

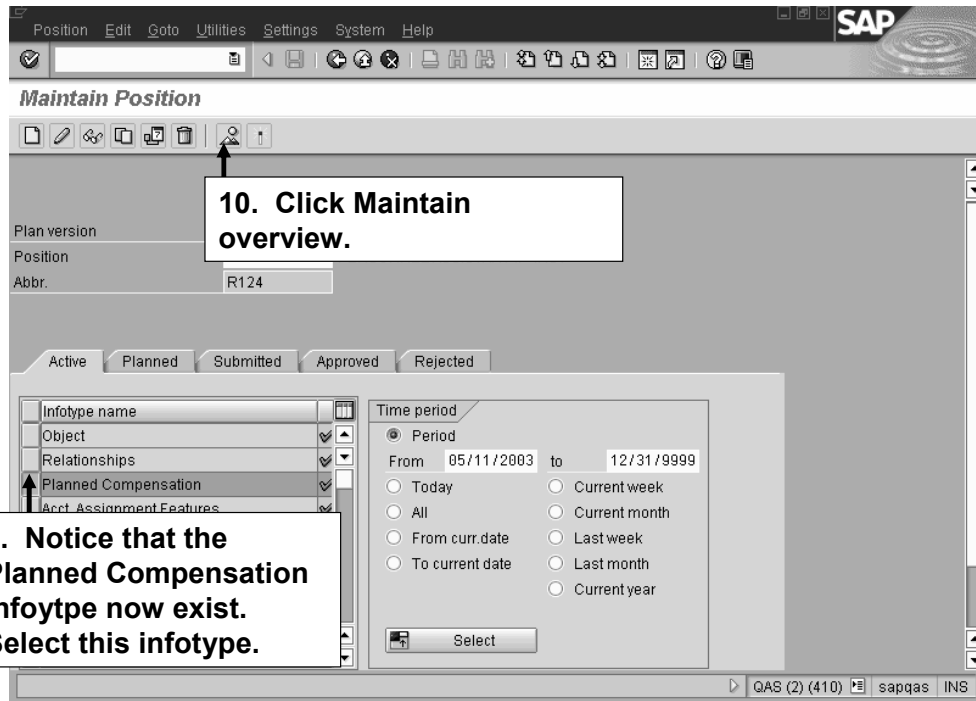
Program: ZPAOSI0001 State Of Arkansas
User: DNJOLLEY Crossgrade & Downgrade of positions
Page: 2

POS ID	JOB ID	NEW JOB ID	EFF DT	SHORT	STEXT	TYPE	ARE	GRADE
22092516	21669243	21669247	05/11/2003	R124	PERSONNEL ASSISTANT II - INST	01	01	18

The **TYPE** (pay grade type) column reflects '01' State of Arkansas or '02' Special Admin Area

The **ARE** (pay grade area) column reflects '01' Classified, '02' Non-Classified, or '03' Extra Help

The **GRADE** (pay grade) column reflects the positions grade. For a crossgraded position, the grade will be the same.



[illegible]



SAP

Infotype Edit Goto Extras View System Help

Display Planned Compensation

Position R124 PERSONNEL ASSISTANT II - INST

Planning status Active

Validity 05/11/2003 To 12/31/9999 [Change information](#)

Planned Compensation 01 S 22092516 1

Pay grade Pay scale Direct

Salary structure data

Ctry grouping USA

Pay grade type 01 Classified

Pay grade area 01 State of Arkansas

Pay grade 18

Pay grade level 01 To 03

Key date 05/15/2003

Currency key USDN (Internal) United States Dollar (5 Dec.)

Pay grade 11.4250 To 22.4673

Reference salary 0.0000

QAS (2) (410) sapqas INS

13. View the information reflected.



Exercise Scenario #10

- You have received a request to downgrade a position for one of your agency's employees. The position is a grade 22 and needs to be downgraded to a grade 19. Process the request.



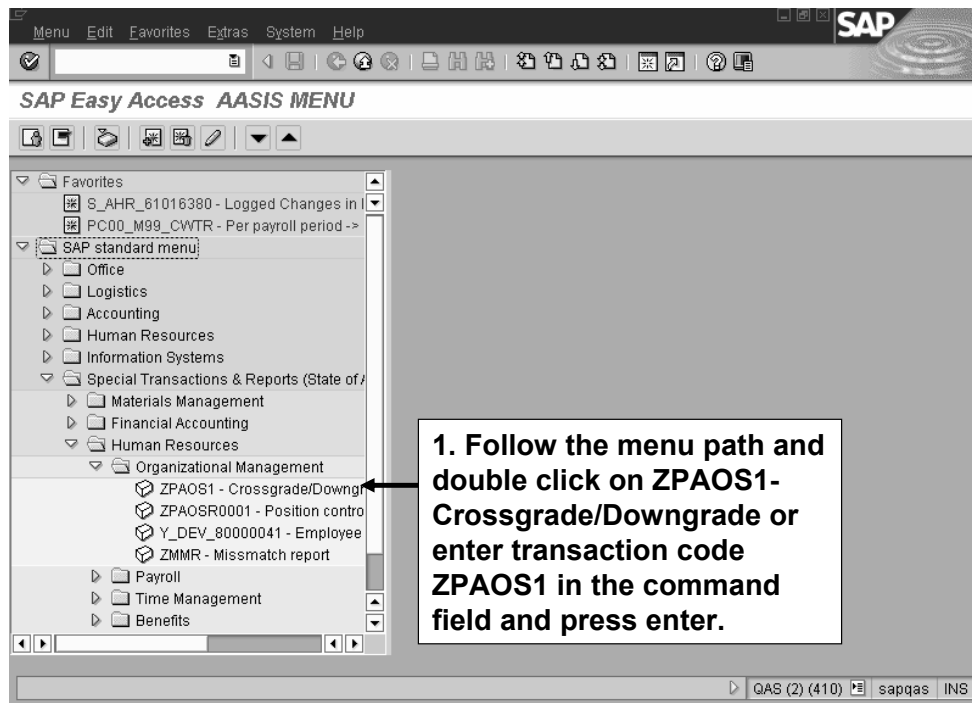


Demonstration

Perform a Downgrade on a Position

Special Transactions & Reports (State of Arkansas) >
Human Resources > Organizational Management >
ZPAOS1 – Crossgrade/Downgrade





Crossgrade & Downgrade of positions

Test vs. Update

☐ Test Only ☒ No Display Mode ☐ Only

☒ Update ← **2. Select Update.**

Input data

Existing Position ID(S) 22079945 ← **3. Enter the position number.**

New Job ID(C) D132 ← **4. Enter the new job code.**

New Effective Date 05/1/03 ← **5. Enter the effective date for the downgrade.**

AASIS Support Center, Diane Jolley,
06/24/03 Revised to V2

4-31

➤ Effective 4-24-03, the edit shown below will appear if the effective date used for the crossgrade, downgrade, or restored transaction was the same date or any date prior to the date that the position was created.

Crossgrade & Downgrade of positions

Test vs. Update

☐ Test Only ☒ No Display Mode ☐ Display Error Only

☒ Update

Input data

Existing Position ID(S) 22114745

New Job ID(C) R010

New Effective Date 07/01/2002

Information

Check the Validity Date

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List Edit Goto System Help

SAP

Crossgrade & Downgrade of positions

Program: ZPA0SI0001 State Of Arkansas
User: DNJOLLEY Crossgrade & Downgrade of positions
Page: 1

Successful Completion

Totals

Total Records Selected	000001
Update Record Count	000001
Error Record Count	000000
Total Records	000001

6. Verify that the record updated and scroll down to the bottom of the screen (go to the next step).



Program: ZPAOSI0001
User: DNJOLLEY
Page: 1

State Of Arkansas
Crossgrade & Downgrade of positions

7. Verify that the downgrade was made correctly.

Program: ZPAOSI0001
User: DNJOLLEY
Page: 2

State Of Arkansas
Crossgrade & Downgrade of positions

POS ID	JOB ID	NEW JOB ID	EFF DT	SHORT	STEXT	TYPE	AREGRADE
22079945	21668510	21669146	05/11/2003	D132	SYSTEMS COORDINATION ANALYST I	01	01 19

The **POS ID** column reflects the position number that was downgraded.

The **Job ID** column reflects a system generated eight-digit number for the authorized job code.

The **New Job ID** column reflects a system generated eight-digit number for the downgraded job code.

The **EFF DT** column reflects the effective date of the downgrade.

The **SHORT** column reflects the downgraded job code.

The **STEXT** column reflects the downgraded position's new title.

Continued on next page



8. Key /nPO13 and press enter.

Program: ZPAOSI0001
User: DNJOLLEY
Page: 2

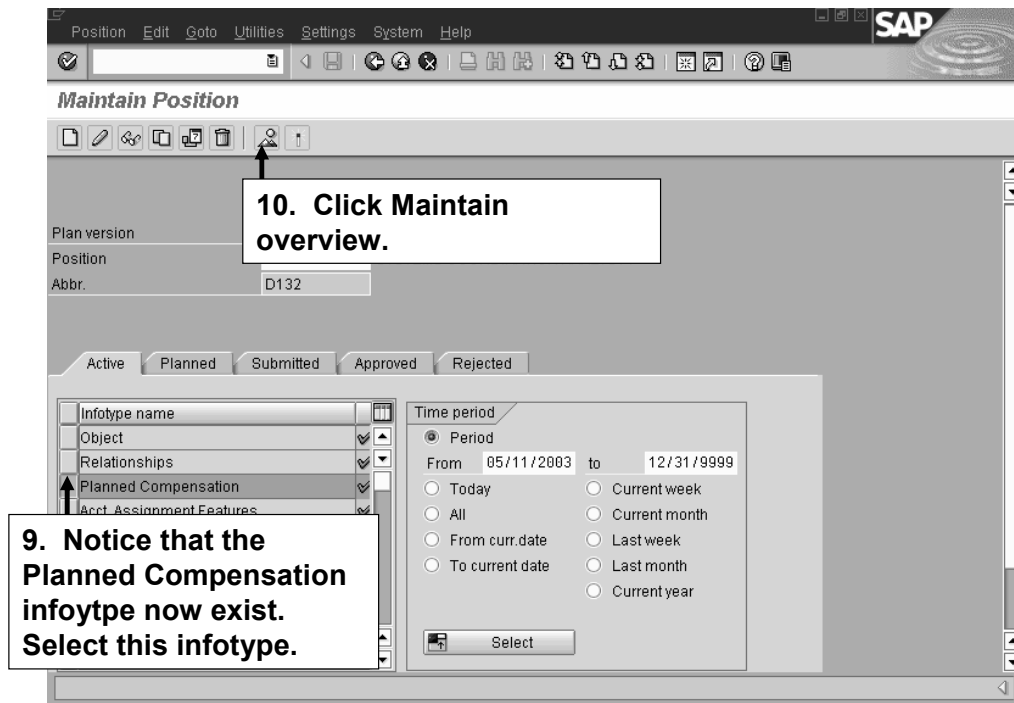
State Of Arkansas
Crossgrade & Downgrade of positions

POS ID	JOB ID	NEW JOB ID	EFF DT	SHORT	STEXT	TYPE	ARE	GRADE
22079945	21668510	21669146	05/11/2003	D132	SYSTEMS COORDINATION ANALYST I	01	01	19

The **TYPE** (pay grade type) column reflects '01' State of Arkansas or '02' Special Admin Area

The **ARE** (pay grade area) column reflects '01' Classified, '02' Non-Classified, or '03' Extra Help

The **GRADE** (pay grade) column reflects the position's grade



Infotype Edit Goto Extras View System Help

List display with change Planned Compensation

SYSTEMS COORDINATION ANALYST I

Planned Compensation 01 8 22079945 1

From	End date	Key date	Min. grade level	Max. grade level	C.key	Time unit
05/11/2003	12/31/9999	05/16/2003	12.1894	23.9365	USDN	Hourly

1 of 1

11. Verify the downgraded information. Select the line item for the downgrade.

12. Click Choose.



Infotype Edit Goto Extras View System Help **SAP**

Display Planned Compensation

Position D132 SYSTEMS COORDINATION ANALYST I
Planning status Active
Validity 05/11/2003 To 12/31/9999 [Change information](#)

Planned Compensation 01 S 22079945 1

Pay grade Pay scale Direct

Salary structure data

Ctry grouping	USA
Pay grade type	01 Classified
Pay grade area	01 State of Arkansas
Pay grade	19
Pay grade level	01 To 03
Key date	05/16/2003

Currency key USDN (Internal) United States Dollar (5 Dec.)

Pay grade	12.1894	To	23.9365
Reference salary	0.0000		

13. View the information reflected.



Exercise Scenario #11

- You have received a request to restore a position for one of your agency's employees. The position is a grade 20. Process the request.



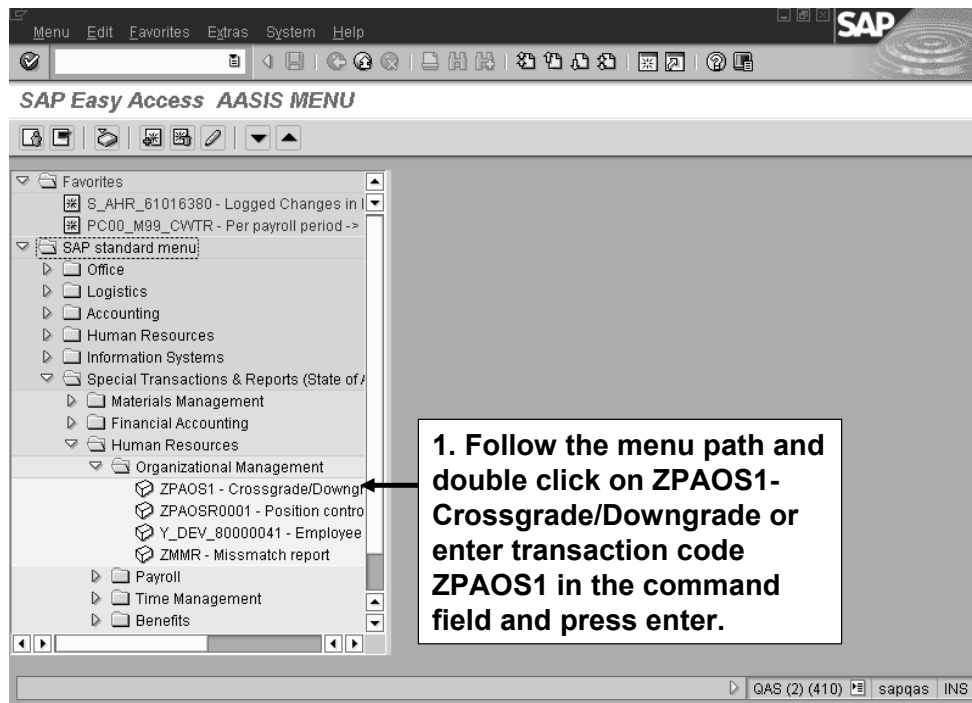


Demonstration

Perform a Restoration on a Position

Special Transactions & Reports (State of Arkansas) >
Human Resources > Organizational Management >
ZPAOS1 – Crossgrade/Downgrade





Note: The same transaction code ZPAOS1 is used to crossgrade, downgrade or restore a position.

Crossgrade & Downgrade of positions

Test vs. Update

☐ Test Only ☒ No Display Mode ☐ Only

☒ Update ← **2. Select Update.**

Input data

Existing Position ID(S)	22098982	← 3. Enter the position number.
New Job ID(C)	M023	← 4. Enter the new job code.
New Effective Date	051103	← 5. Enter the effective date for the restoration.

QAS (1) (410) sapqas OVR

AASIS Support Center, Diane Jolley,
06/24/03 Revised to V2

4-41

➤ Effective 4-24-03, the edit shown below will appear if the effective date used for the crossgrade, downgrade, or restored transaction was the same date or any date prior to the date that the position was created.

Crossgrade & Downgrade of positions

Test vs. Update

☐ Test Only ☒ No Display Mode ☐ Display Error Only

☒ Update

Input data

Existing Position ID(S)	22114745
New Job ID(C)	R010
New Effective Date	07/01/2002

Information

Check the Validity Date!

QAS (1) (410) sapqas OVR



List Edit Goto System Help

SAP

Crossgrade & Downgrade of positions

Program: ZPA0SI0001 State Of Arkansas
User: DNJOLLEY Crossgrade & Downgrade of positions
Page: 1

Successful Completion

Totals

Total Records Selected	000001
Update Record Count	000001
Error Record Count	000000
Total Records	000001

6. Verify that the record updated and scroll down to the bottom of the screen (go to the next step).

QAS (1) (410) sapqas OVR



Program: ZPAOSI0001 State Of Arkansas
User: DNJOLLEY Crossgrade & Downgrade of positions
Page: 1

7. Verify that the restoration was executed correctly.

Program: ZPAOSI0001 State Of Arkansas
User: DNJOLLEY Crossgrade & Downgrade of positions
Page: 2

POS ID	JOB ID	NEW JOB ID	EFF DT	SHORT	STEXT	TYPE	AREGRADE
22098982	21669463	21669463	05/11/2003	M023	FAMILY SUPPORT SPECIALIST III	01	01 17

QAS (1) (410) sapqas OVR

The **POS ID** column reflects the position number that was downgraded.

The **Job ID** column reflects a system generated eight-digit number for the authorized job code.

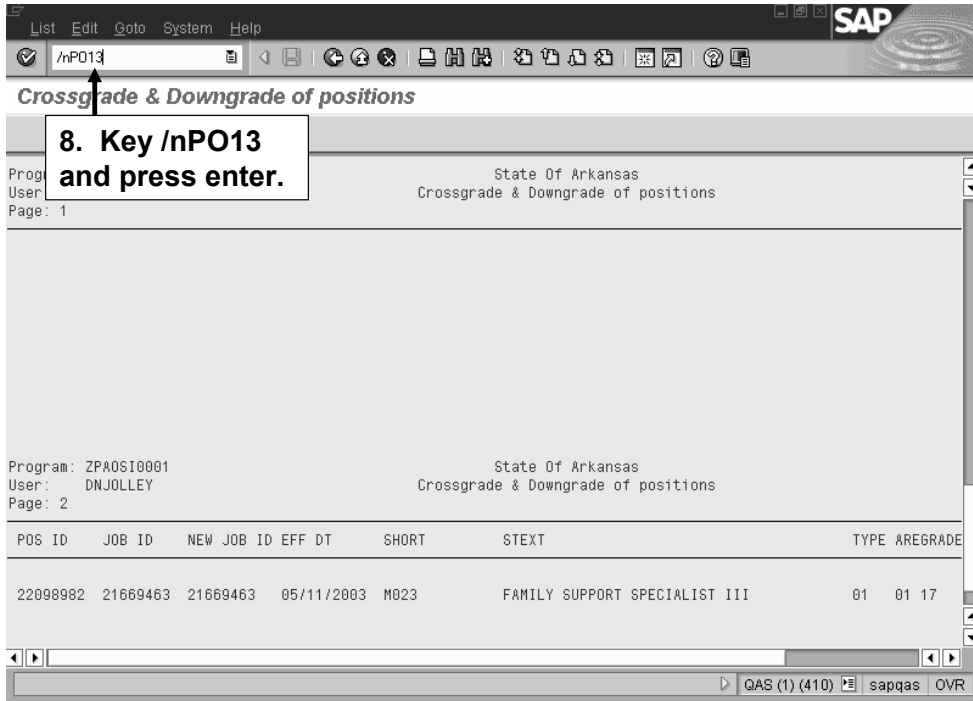
The **New Job ID** column reflects a system generated eight-digit number for the downgraded job code.

The **EFF DT** column reflects the effective date of the downgrade.

The **SHORT** column reflects the downgraded job code.

The **STEXT** column reflects the downgraded position's new title.

Continued on next page



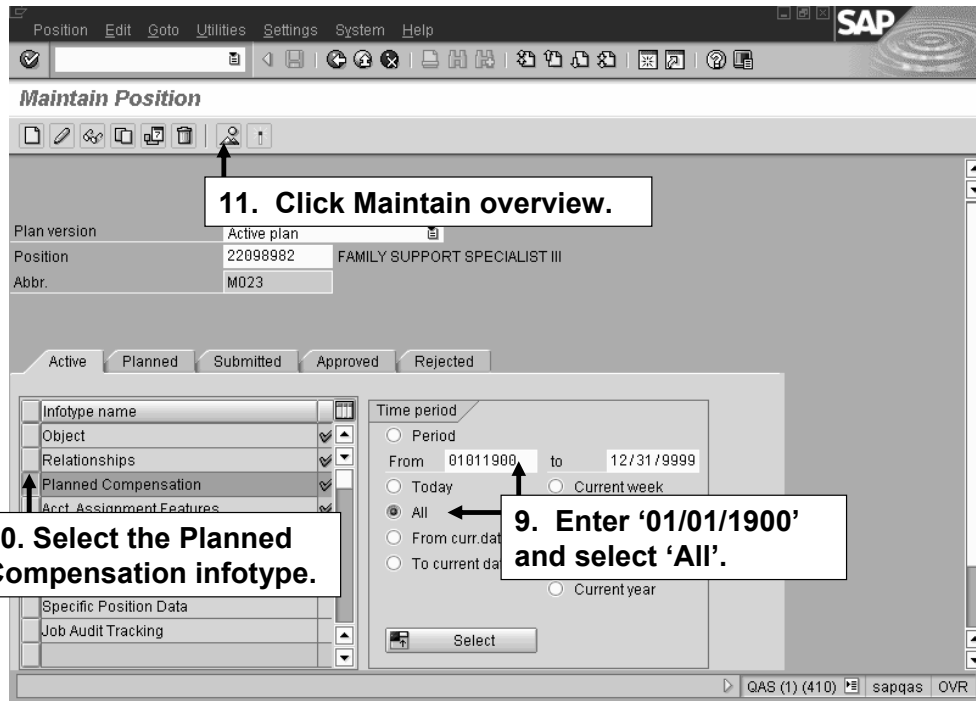
8. Key /nPO13 and press enter.

POS ID	JOB ID	NEW JOB ID	EFF DT	SHORT	STEXT	TYPE	ARE	GRADE
22098982	21669463	21669463	05/11/2003	M023	FAMILY SUPPORT SPECIALIST III	01	01	17

The **TYPE** (pay grade type) column reflects '01' State of Arkansas or '02' Special Admin Area

The **ARE** (pay grade area) column reflects '01' Classified, '02' Non-Classified, or '03' Extra Help

The **GRADE** (pay grade) column reflects the position's grade



The screenshot shows the SAP 'Maintain Position' dialog box. At the top, there is a menu bar (Position, Edit, Goto, Utilities, Settings, System, Help) and a toolbar. Below the toolbar, the title 'Maintain Position' is displayed. The main area contains a list of infotypes on the left and a 'Time period' section on the right. The 'Planned Compensation' infotype is selected in the list. The 'Time period' section has radio buttons for 'Period', 'Today', 'All', 'From curr. date', and 'To current date'. The 'All' radio button is selected. The 'From' date is set to '01/01/1900' and the 'to' date is '12/31/9999'. A 'Select' button is at the bottom of the 'Time period' section. Two callout boxes provide instructions: '11. Click Maintain overview.' points to the 'Maintain overview' icon in the toolbar, and '9. Enter '01/01/1900' and select 'All'.' points to the 'All' radio button and the 'From' date field.

11. Click Maintain overview.

Plan version: Active plan
Position: 22098982 FAMILY SUPPORT SPECIALIST III
Abbr.: M023

Active | Planned | Submitted | Approved | Rejected

Infotype name
Object
Relationships
Planned Compensation
Acct. Assignment Features

Time period
Period
From: 01/01/1900 to: 12/31/9999
Today
All
From curr. date
To current date
Current week
Current year

10. Select the Planned Compensation infotype.

9. Enter '01/01/1900' and select 'All'.

Select

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Infotype Edit Goto Extras View System Help

SAP

List display with change Planned Compensation

13. Click Choose.

12. Verify the restored position information. Select the line item for the restoration.

From	End date	Key date	Min. grade level	Max. grade level	C. key	Time unit
05/11/2003	12/31/9999	05/20/2003	10.6461	21.0942	USDN	Hourly
07/01/2001	05/10/2003	05/10/2003	9.4615	18.5875	USDN	Hourly
01			8.9899	17.6572	USDN	Hourly

1 of 3

QAS (1) (410) sapqas OVR



SAP

Infotype Edit Goto Extras View System Help

Display Planned Compensation

Position M023 FAMILY SUPPORT SPECIALIST III

Planning status Active

Validity 05/11/2003 To 12/31/9999 [Change information](#)

Planned Compensation 01 S 22098982 1

Pay grade Pay scale Direct

Salary structure data

Ctry grouping USA

Pay grade type 01 Classified

Pay grade area 01 State of Arkansas

Pay grade 17

Pay grade level 01 To 03

Key date 05/20/2003

Currency key USDN (Internal) United States Dollar (5 Dec.)

Pay grade 10.6461 To 21.0942

Reference salary 0.0000

QAS (1) (410) sapqas OVR

14. View the information reflected.



Questions and Answers

